



**NATIONAL 4-H  
COUNCIL**

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POSITION DESCRIPTION**

<b>Position Title</b>	Educational Program Assistant
<b>Business Unit</b>	Conference Center Administration
<b>Home Department</b>	Educational Programs
<b>Location</b>	Chevy Chase, MD
<b>Full-Time or Part-Time</b>	Full-Time
<b>Telecommuter Status</b>	Position not Eligible for Telecommuting

**Mission**

4-H, the nation's largest youth development organization, grows confident young people who are empowered for life today and prepared for career tomorrow. 4-H programs empower nearly six million young people across the U.S. through experiences that develop critical life skills. In the U.S., 4-H serves every county and parish through our network of 110 universities and more than 3000 local offices. Globally, 4-H collaborates with independent programs to empower one million youth in 50 countries. The research-backed 4-H experience includes a Caring Adult Relationship; a Hands-On, Skill-Building Project; and a Meaningful Leadership Opportunity – resulting in 4-H'ers who are two times more likely to excel in school; four times more likely to take action in their communities; two times more likely to make healthier choices; and two times more likely to pursue STEM education or careers. 4-H is led by a unique private-public partnership of universities, federal and local government agencies, foundations and professional associations. National 4-H Council is the private sector, non-profit partner of the Cooperative Extension System and 4-H National Headquarters located at the National Institute of Food and Agriculture (NIFA) within the United States Department of Agriculture (USDA).

**Position Summary**

A National 4-H Council Program Assistant will become a licensed Class B Tour Guide for the District of Columbia metro area and will facilitate National 4-H Council's educational curricula to groups of youth. These job functions are accomplished in collaboration with each group's coordinator as well as Council program staff and planning staff. National 4-H Council programs are intense and exciting learning experiences for youth and adults from all over the United States and the world. Program Assistants make these programs successful by using their skills and knowledge to help the participants have the most educational and fun experience possible in Washington, D.C. and at the National 4-H Conference Center. Program Assistants for the educational programs must be able to successfully fulfill the requirements of the D.C. Tour Guide License. A Program Assistant's work week involves working with a client group for the duration of the group's stay which may extend beyond regular business hours and include evenings, weekends, and holidays.

## **Responsibilities**

### Tour Guide

- Program Assistants lead trips into the Washington, D.C. metropolitan area, and provide commentary on points of interest throughout the city, so that participants learn from these educational opportunities.
- PA's are the primary liaison between the National 4-H Conference Center and each group during their stay at the National 4-H Conference Center.

### Program Facilitator

- Program Assistants lead educational workshops conducted at the National 4-H Conference Center. This role may include checking the arrangements for room-set-up, audio-visual, entertainment, speakers, transportation, field trips, workshops, recreation, and developing specific curriculum for ongoing programs.
- PA's must also meet with adult and group leaders where they assist and orient groups as they arrive, help to provide recreational and other free-time activities for participants, facilitate workshops, and other program needs.

### Departmental Intern

- Educational Program Assistants may also have the opportunity to work with various departments within National 4-H Council. Duties will be assigned as needed and based on the interest of each individual PA. Departmental experience may include: Resource Development, Marketing, Accounting, Hospitality, Supply Services and Executive Office.

## **Qualifications**

- Have experience in leadership roles, public speaking, and presenting
- Be flexible and work well under pressure and with others
- Be at least 18 years old
- Have at least a high school diploma or equivalent, with education beyond high school preferred. Courses in political science, communications, history, and education preferred
- Be a citizen of the United States
- Be able to read, write and speak the English language
- Pass a satisfactory background check
- Successfully complete the tour guide exam and meet the medical and physical requirements of DCRA.

## **ADA Requirements**

This job operates in a hotel and conference services environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines.
- This position largely requires a person to stand and walk for long periods of time (up to 8 hours)
- This would require the ability to lift files, open filing cabinets and bend or stand as necessary.
- Basic math skills needed to calculate change (money), formulas, commissions, discounts, etc.
- Must be able to lift up to 20 pounds.

*National 4-H is an Equal Opportunity/Affirmative Action employer.*

**Travel Requirements:**

This position does not require travel.

**Competencies**

<b>Competency</b>	<b>Level (Beginning, Proficient, Advanced, Mastery)</b>
Communications	Proficient
Critical Thinking	Proficient
Initiative & Innovation	Proficient
Collaboration & Teamwork	Beginning
Customer Orientation	Beginning
Business Mindedness	Beginning
Spirit of Diversity & Inclusion	Beginning

**Disclaimer**

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

**Revision Date**

08/25/16